Mate

Overview

The Mate is the head of deck department and is in command of vessel operations during the Master's absence. This role is responsible for assigning crew with specific roles with respect to the deck department responsibilities and monitoring that the work is carried out safely and efficiently.

Duties and Accountabilities

- Complies with all company policies and SOPs and ensures that all officers and crew understand and follow all policies, procedures, orders and instructions.
- Maintains a proper bridge navigation watch.
- Maintains charts and publications (if there is one Mate on the vessel).
- Monitors cargo operations and related safety if applicable and instructs crew on related calculations for cargo and ballasting.
- Approves orders for any deck, vessel stores or galley equipment before submitting to the office.
- Reduces food waste and maintain minimum inventories.
- Ensures that routine maintenance on the vessel is carried out and that the status of maintenance is communicated to Engineering and recorded in the Deck Logbook.
- Conducts Deck Level Hazard Assessments (DLHA), along with the crew, to assess a specific work task prior to starting the work to determine if hazards are present.
- Ensures that the deck crew follows safe working practices and are instructed on the safe performance of their tasks.
- Conducts regular safety inspections of the vessel. Identifies potential hazards associated with deck operations and advises the Master accordingly.
- Manages the Garbage Management Plan (if applicable).
- Notifies the Master of any defects that may affect vessel safety or put the marine environment at risk.
- Conducts safety meetings with crew at least once per tour of duty to discuss safety matters affecting the crew, including a review of relevant previous lost-time incidents. Reviews SOPs relevant to the respective area of the operation with the crew during all safety meetings.
- Records all safety and anti-pollution exercises as per statutory regulations and company procedures.
- Acts as the First Aid Officer and designated Vessel Security Officer (where applicable).
- Understands the environmental hazards associated with day-to-day activities and ensure that enough resources are available to maintain safety and anti-pollution equipment in a complete state of readiness.
- Identifies any deficiencies in crew members' training and advises the Master accordingly. Ensures that all new crew members receive a thorough vessel orientation and trains the crew in their duties of the next rank up.
- Ensures that the vessel is properly crewed, and all personnel are trained and familiar with their duties and carry them out safely, efficiently and effectively. Assigns crew specific roles with respect to the deck department responsibilities.
- Assists in investigating hazards and all accidents involving the crew. Completes necessary documentation for all lost-time accidents, medical aid, and serious near-misses.

- Takes charge of all deck operations during any incident or emergency (for example, fire team, preparing life-saving equipment, anchors and towlines).
- Leads security drills as required.
- Responds to all incidents and emergencies and reports them following the incident reporting protocol.
- Records all first aid given in the First Aid Record Book and reports all first aid to Seaspan dispatch.
- Instructs crew on changes in security levels MARSEC 1, 2 or 3. Immediately notifies the Master of any security level change that may affect the vessel safety or security or put the crew at risk.
- Works with the Master and crew to ensure that all barges are security-swept prior to departure.
- Performs additional duties as required.

Qualification Requirements

- Watchkeeping Mate, Near Coastal or higher.
- Minimum 2 years of experience as officer in charge of the deck onboard 60Ton Bollard Pull Tug.

Skills, Knowledge and Required Competencies

- Understanding of all collective agreements currently in force between HaiSea or Seaspan and the vessel's crew members.
- Comprehensive understanding of all SOPs relevant to the respective area of operations.
- Knowledge of emergency equipment and ability to respond in emergency situation.
- Knowledge of Canadian legislation, including the Canada Shipping Act (CSA) and its regulations, such as the Regulations for the Prevention of Collision at Sea (COLREGS).
- Understanding of responsibilities under the Canada Labour Code (CLC) Part II and Maritime Occupational Health and Safety (MOHS) Regulations.
- Understanding of the company Health, Safety, Wellness, Environmental and Quality Policies.
- People management skills with ability to delegate work.
- Ability to make decisions under pressure.
- Ability to communicate clearly and consistently.